

**Subject:** Adopt Electronic Communications System Policy

Agenda of: June 27, 2013

Council Action:

Manager: Recommend approval.

City Manager: Rose Loera  
Rose Loera

Route To:	Department / Individual	Initials	Remarks
X	Finance / Carol Shade	<i>CS</i>	
X	City Clerk / Janice Williams	<i>JW</i>	

Fiscal Note: Yes \_\_\_\_\_ No X Funds Available: Yes \_\_\_\_\_ No \_\_\_\_\_

**Other Attachment(s):**

- Copy of Electronic Communications System Policy

**Summary Statement.**

The proposed Electronic Communications System Policy was drafted by the City's Attorney upon request by management. This is a city-wide policy.

All City Employees will be required to sign an Acknowledgement Form affirming they have read and understand the City's Electronic Communications System Policy. A copy of the signed form will be kept in the employee's personnel file.

PASSED and ADOPTED by a duly constituted quorum of the Dillingham City Council on June 27, 2013.

SEAL:



Alice Ruby  
Alice Ruby, Mayor

ATTEST:

Janice Williams  
Janice Williams, City Clerk



## POLICIES AND PROCEDURES

<b>Title</b>	ELECTRONIC COMMUNICATIONS SYSTEM POLICY	<b>Reference</b>	Personnel Regulations 10.65 Personal Business
<b>Policy No.</b>	01-13	<b>Recommended</b>	City Manager Loera
<b>Effective</b>	June 27, 2013	<b>Issued By</b>	Mayor Alice Ruby

### I. PURPOSE

The City of Dillingham's electronic communications system is intended to increase employee productivity in the conduct of their official duties. Tools such as computers, telephones, electronic mail and the Internet can help employees more effectively acquire, disseminate and utilize information, which makes the City function more efficiently. In the course of employment with the City of Dillingham, employees have access to electronic communications systems provided by the City. Both the hardware and software of such systems are the property of the City and are provided for the benefit of the City in order to ensure that the business of the City is conducted as efficiently as possible.

### II. POLICY

#### A. No Privacy Interests

Employees have no privacy interests in the use of electronic communications. Instead, such items are provided for use in work-related transactions or work-related communications for or on behalf of the City.

#### B. Incidental Personal Use

While such items are provided for the conduct of City business, it is understood that they may also be used occasionally for personal use. Incidental personal use is not prohibited, so long as it does not interfere with employees' performance of their job responsibilities.

1. **Incidental personal use** means a use which does not interfere with any employee's job activities, including activities which might pose a conflict of interest or appearance of fairness problem with the individual's employment with the City, and which is incidental, occasional and of short duration, and is done on the employee's personal time, meaning time off duty, on an unpaid lunch break, or while on standby. Any incidental personal use of the City's electronic communications system, including, but not limited to, use of e-mail on the City's equipment, is also subject to this computer use policy.

## POLICIES AND PROCEDURES

2. Any questions regarding what constitutes incidental personal use should be directed to the employee's supervisor. The City Manager shall be the final authority in determining what constitutes incidental personal use. Attached to this policy are examples of illegal uses and the principles of acceptable and unacceptable use.

### C. Communications Are Not Private

Communications using the City's computers or electronic communications system are **NOT** private. These communications may be monitored, recorded, deleted or downloaded for review for the legitimate business purposes of the City. These communications may be considered public records and be subject to disclosure to the public under Alaska's public records law. Employees should **NOT** use any of the City's electronic communications system or its information system for communications or activities the employee intends to be private. All communications using these systems—whether retained in electronic form or in "hard copy"—remain the property of the City.

### D. City Forbids Illegal Activity on City-Owned Computers

Downloading or copying audio or video files, e.g. MP3, without legal right constitutes theft of intellectual property. The City forbids illegal activity on City-owned computers. Unnecessary files will be deleted from disk drives if the volume of files hampers system performance. Use of media sharing sites, is never considered work-related and is therefore prohibited.

### E. Software Purchases

All additional software must be preapproved by the City Manager and installed by IT support staff. Only software properly licensed to the City of Dillingham is authorized. Games are never authorized to be installed. The City may remove unauthorized software at any time without notice.

### F. Social networking and public "posting" of information:

1. The City and/or its Departments may determine that it is in the public interest to use social networking sites (such as Facebook, MySpace, LinkedIn, Twitter, etc.) to consolidate and disseminate information to the public in an efficient manner. Use of social networks in this manner is considered work-related as long as the content is posted or approved in accordance with this policy.

2. The City has an official Facebook account. All departments must use this site for disseminating information to the public. This site doesn't allow the public to post or comment.

3. The City Clerk or designee and/or City Manager are the only City employees authorized to post content on social network venues on behalf of the City.



## POLICIES AND PROCEDURES

These individuals may appoint other employees to post content. Individuals may only post content that has been approved for public dissemination and is within those individuals' areas of expertise and role.

4. The City must either own or have a valid written permission to use the content, including images, videos, sound records, etc., posted to its social media sites.

5. If at some point the City determines its Facebook page will be used for more than public announcements, any City account or online forum where the public may also comment or "post" information must include a disclaimer which states the opinions expressed are strictly the poster's own and not necessarily those of the City.

Each Department head or his or her designee should be responsible for and monitor the online content of any such accounts.

6. City employees should not post or distribute information using their City email addresses or titles unless such information has been approved by the Department head or his or her designee.

7. The use of social networking sites for all other purposes is not considered work-related. Such activity is therefore subject to the "incidental use" restriction contained in Paragraph 3. This includes an employee's use of a personal Facebook and other network accounts, as well as browsing such networks for personal or non-City business reasons. Excessive use of social networking in this manner can hamper the City computer network, be disruptive in the workplace, and is strictly prohibited. Individuals who use such networks excessively will be denied all access to these networks during business hours.

8. Employee Responsibility. Employees are strongly encouraged to NOT get into debates regarding any City employees or information on their personal time.

### G. Application of Policy

This policy applies to all forms of electronic communications including, but not limited to Internet browsing, use of social network sites, and communications by electronic mail, fax, or other electronic means.

### H. Violation of Policy

Employees who violate this policy or who use City computers or the City's electronic communications system for improper purposes shall be subject to discipline, up to and including termination.

### I. Records Retention Schedule



## **POLICIES AND PROCEDURES**

City records retention schedules apply to social media formats and social media content. Unless otherwise addressed in a specific social media standards document, the Department maintaining a site shall preserve records required to be maintained pursuant to a relevant records retention schedule for the required retention period on a City server in a format that preserves the integrity of the original record and is easily accessible.

### **III. Application**

This policy applies to all City employees.

### **IV. PROCEDURES**

All employees are required to read and sign an Acknowledgement Form. A copy of the signed form will be kept in the employee's personnel file.

## **POLICIES AND PROCEDURES**

### **ATTACHMENT TO CITY OF DILLINGHAM ELECTRONIC COMMUNICATIONS POLICY**

These following examples are being provided for illustrative purposes. This document does not include a listing of all unacceptable uses of the City's electronic communications system, but is intended to help guide employees in their use of the City's electronic communications system. Just as there are additional acceptable uses of the City's electronic communications system, there are additional unacceptable uses of the system, which, if utilized, would subject the employee to discipline up to, and including termination. Any questions about what is considered acceptable uses of the system shall be directed to the employee's supervisor or Human Resources.

#### **PRINCIPLES OF ACCEPTABLE USE**

- Research and gathering of information directly related to a job assignment;
- Providing appropriate information to citizen inquiries;
- Using the Internet for reasons personal to the user during their non-paid lunch hour subject to the restrictions in the City's Internet Use Policy
- Participating in newsgroups or bulletin boards directly related to your job duties.

#### **PRINCIPLES OF UNACCEPTABLE USE**

##### **Unreasonable Personal Use:**

- Activities unrelated to official assignments or job duties, except for incidental personal use as defined in the City policies or as otherwise described;
- Downloading files, programs or system components for reasons other than business use;
- Accessing sites that promote illegal activity, copyright violation, or activity that violates the City's ethical standards.
- Using a City e-mail address when posting to public forums, e.g. blogs, social media sites, wikis and discussion lists for personal use;
- Excessive use of online shopping,
- Excessive use of social networking sites for personal use;
- Excessive use of streaming media for entertainment during work hours;
- Creating and/or forwarding repetitive e-mail messages or unsolicited messages (sometimes referred to as Spam or mail bombs);
- Seeking unauthorized access to other computers or websites;
- Political campaigning or activities
- Private advertising of products or services meant to foster personal gain;
- Accessing inappropriate sites including adult content, online gambling, and dating services;
- Using telephone to make harassing phone calls;
- On-duty use of games or listening to web-based radio stations;



## **POLICIES AND PROCEDURES**

### Illegal Use or Purposes:

- Transmitting or intentionally accessing threatening, obscene or harassing material;
- Promoting, fostering or perpetuating discrimination on the basis of race, creed, color, age, religion, gender, marital status, sexual orientation, status with regard to public assistance, national origin, or physical and/or mental disability;
- Sending messages that contain any kind of sexually explicit remarks, material or attached documents or which may be a violation of the City's policy against sexual harassment;
- Copying or transmitting any documents, images, software or other information protected by a copyright owned by someone other than the City;
- Hacking into someone else's computer, whether or not that computer is on the City's network;
- Copying any City-licensed computer software for personal use unless specifically authorized to do so.



## POLICIES AND PROCEDURES

### ELECTRONIC COMMUNICATIONS SYSTEMS POLICY

#### ACKNOWLEDGEMENT FORM

As an employee of the City of Dillingham, I, \_\_\_\_\_, recognize and understand the City of Dillingham's electronic communications systems are to be used for conducting the City's business.

I am aware that the City has the right to review, audit, access, and disclose all matters on the City's electronic communications system, with or without employee notice, and that such access may occur during or after working hours. I am aware that the use of City-provided passwords or codes does not restrict the City's right to access electronic communications. By using the City's electronic communications system, I consent that the City may, at its discretion, inspect, use, delete or disclose any electronic communications and/or data without further notice for any legitimate business, legal, or disciplinary purpose and may disclose or disseminate such messages or communications to appropriate third parties.

I am aware that violations of this policy may subject me to disciplinary actions, up to and including termination.

I am aware that the City may revise or change this policy at any time, and that it is my responsibility to remain familiar with the most current policies in effect at any time.

The City's policy regarding electronic communications systems use is on file in the main office of each City department and Human Resources and has been presented to me with this form.

I affirm that I have read and understand the City's Electronic Communications System Policy and this acknowledgement form.

\_\_\_\_\_  
Employee Name (print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date Signed